

DHHS DIVISION DIRECTOR

DESCRIPTION: Under administrative direction, plans, organizes, staffs, coordinates, and controls the operation of an agency service area ensuring integration of that service into the overall agency operation, mission, and goals; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans and advocates the formulation and modification of agency administrative and program systems and practices to promote equitable management of human, financial, and other resources within the agency and to facilitate effective work relationships between the agency and other administrative and program systems.

Directs implementation of administrative and program control systems to obtain the necessary administrative and program information and financial data required in the decision-making and planning process.

Coordinates and controls the direction of administrative and program functions over the long range planning period to facilitate attainment of program goals, to ensure adherence to administrative directives and State and federal laws and regulations, and to maximize the integration and delivery of goods and/or services.

Confers with agency heads, other administrators, and divisional directors to discuss and solve agency wide problems and issues that impair the effectiveness and efficiency of programs and organizational operations directed.

Confers with and advises agency staff to exchange information on and/or explain administrative and program objectives, policies, procedures, and standards and to identify the characteristics and impact of work problems and formulate possible solutions.

Evaluates and determines disposition of new and/or revised rules and procedures recommended by agency staff or representatives of other organizations to assess the impact of the proposals on the administrative and program systems to ensure each proposal responds to program needs and is consistent with State and federal law.

Develops performance evaluation standards and procedures to provide information to the subordinate staff on the expectations of individual work performance to ensure complete and objective appraisal of a subordinate's performance.

Develops and directs the implementation of operational plans pertinent to the operations/programs managed to ensure the establishment of appropriate goals and the development of action steps to achieve those goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational;/program needs, objectives, and priorities and to improve the effectiveness of the operations/programs managed.

Implements, monitors, and evaluates the agency's performance accountability systems to determine, acquire, allocate, and evaluate staff, facilities, equipment, and resources to attain established goals and objectives for the service area.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: Federal and State laws and administrative regulations governing Service Area activities; source material and guidelines pertinent to the development and implementation of the goals, programs, and functions of the Service Area; the organizational structure, functional relationships, and administrative processes of the executive, legislative and judicial branches of State government; Agency programs, standards, organizational structure, functions, policies, procedures, communication channels and Agency goals/mission; the scope and impact of Service Area and its interrelationships with other Agency units and agencies.

Ability to: apply administrative principles and practices to the management of public health programs; interpret the effects of Federal and State legislation and/or fiscal actions on personnel and material resources pertinent to health care delivery systems for the Service Area; evaluate policy options and plans of administrative action as solutions to Agency-wide issues and problems.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: the principles and practices of administration, including planning, organizing, staff, coordinating and controlling; the techniques of policy and/or program planning and evaluation; current techniques and practices of group dynamics and public relations; personnel management.

Ability to: organize data/information; set priorities and motivate staff; analyze organizational and operational problems and develop solutions; plan, organize, assign, direct, and evaluate the work of staff; interpret the effects of Federal and State legislation and/or fiscal actions on personnel and material resources pertinent to health care delivery systems; plan, formulate, and execute policies and programs; communicate orally and in writing with persons representing divergent backgrounds, interests, and viewpoints, to exchange administrative and/or program information; prepare, review, and analyze statistical and other reports; assess staff progress toward achievement of program objectives and adherence with program standards; manage administrative and/or program operations and activities.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school coursework/training in business administration, public health administration, health care administration, or public administration AND experience in a managerial or administrative capacity with responsibility for program management, budget preparation, program analysis/evaluation, human resource management or policy development and implementation.